



Harvard Club and Shared Interest Groups Data Permission Rules

1. Harvard Alumni, Associate, Student and Widow contact information is provided via an Excel Spreadsheet to Harvard Clubs and Shared Interest Groups by the Harvard Alumni Association in acknowledgement of your compliance with Club and SIG Standards, Club Operating Guidelines and the Shared Interest Group (SIG) Policy.

Additional information and data contained within your AlumniMagnet website is provided to you by the Harvard Alumni Association in acknowledgement of your compliance with the AlumniMagnet "Participation Guidelines and Policies" agreement.

2. It is the responsibility of each Harvard Club and SIG to maintain the integrity of all Harvard University alumni contact information.
3. The email, mail or verbal distribution of Harvard Alumni, Associate, Parent, Student or Widow Information is prohibited.
Exceptions:
 - a. For Event Attendee Lists: name and guest information may be downloaded and distributed to Club or SIG officers. Downloads should not include contact information (i.e. email addresses, phone numbers, mailing address).
 - b. The Club or SIG administrators can download current active member information for mailing labels or printed directory with explicit permission from the current active member.
4. The use of alumni contact information for purposes other than those directly related to Club or SIG purposes is not permitted by Harvard University. Commercial, political, or other non-Harvard uses are not considered "Club or SIG purposes."
5. **The use of email address provided via the AlumniMagnet platform within another third party system (Constant Contact, MailChimp, etc.) is prohibited.**
6. Only Club and SIG Officers who have signed the AlumniMagnet "Policy Guidelines and Procedures" document with the HAA can have online access to the "Manage Users" section in the administrator functions of your AlumniMagnet website.
7. The information in your online AlumniMagnet database may not be used for "all-alumni" paper mailings. Some Harvard alumni and associates have chosen to place "no contact" indicators on their Harvard University record. These "no contact" mail indicators cannot be identified in a download from your AlumniMagnet website. All-alumni paper mailing lists will be created and sent to you directly by the HAA. Please contact clubs@harvard.edu if you need a paper mailing list for your Club or SIG.
8. The HAA's broadcast email usage agreement is as follows: Harvard Clubs and SIGs may send broadcast emails ONLY to promote Club and SIG membership and events. Broadcast emails for purposes unrelated to specific Club or SIG activities are not permitted. The HAA recommends that Clubs send only 3 broadcast emails per year to all-alumni in their region. The HAA recommends that Clubs and SIGs create interest-based recipient lists so as not to overwhelm members and others with emails. Emails to Club/SIG members can be sent at the discretion of Club/SIG leadership.